

# First Week of the Month

## Chi Alpha House Cleaning List

### Main Rooms (Dining Room, Living Room and Café Room)

#### Weekly Tasks:

#### Method of Cleaning

Dust fireplace tools, bookshelves around fireplace.....pledge and a rag (spray pledge on Rag, not on wood.)

Dust corners, ceilings, light fixtures, picture frames .....long feather duster  
curtain rods

Dust fireplace mantle, buffet in “dining room” .....lemon oil and rag

Shake out rugs outside

Sweep hearth & and musicians room .....broom and dustpan  
(room behind curtains)

Sweep all wood flooring/shake out dust mop .....dust mop  
when finished.

Swiffer all wood floors and let dry 20 minutes .....swiffer

Set up chairs for Friday night fellowship .....See chair diagram

Stack unused chairs in musicians room

Scrub Rugs outside and hang over porch to dry.....bucket of water, dish soap, and  
Stiff brush

Clean all wood work.....Lemon oil and thin rag  
i.e baseboards, buffet drawers, doors etc

## **Kitchen**

### **Weekly Tasks:**

### **Method of Cleaning**

Dust including corners and ceilings.....	Use long rainbow duster
Wash, dry and put away all dirty dishes .....	Warm water and dish soap
Scrub sink .....	Green abrasive sponge and Comet cleaner
Wipe down outside and top of refrigerator .....	Hot water and dish soap
Clean inside, outside and top of microwave .....	Hot water and dish soap
Clean counter tops .....	Hot water and dish soap
Disinfect fridge handle, microwave handle .....	Spray with Lysol wipe with wet rag
Take out trash	
Vacuum	
Wipe down all containers and canisters on open shelves .....	dish soap and hot water
As well as microwave and coffee maker	
Fill sink with hot water and one half cup of bleach, let soak, Drain, rinse with clean water	

## **Prayer Room**

### **Weekly Tasks:**

### **Method of Cleaning**

Dust ceiling, corners, light fixture, tops of .....	Feather duster
Bulletin boards and tops of windows and doors	
Dust piano and speaker stands .....	Pledge and rag
Dust heater or fan, cords, speakers, electronic equip.....	Electronic pledge applied to rag
Clean all woodwork including baseboards. ....	lemon oil and rags
wood around windows etc	
Sweep and Swiffer floor and inside of closet .....	Broom, dustpan and swiffer
Empty Trash	

## **Bathrooms**

### **Weekly Tasks:**

### **Method of Cleaning**

Dust corners, ceilings shelves, above window .....	Feather duster
Scrub inside of toilet .....	Toilet bowl cleaner & toilet brush
Clean outside of toilet .....	paper towels, Lysol cleaning spray
Scrub Sink .....	abrasive sponge and comet
Clean faucets .....	same as sink, allow to dry then spray with aerosol Lysol disinfectant spray
Clean mirror .....	windex and paper towel
Rinse off outsides of soap dispensers and refill with soap as necessary	
Empty garbage	
Vacuum women's bathroom	
Mop men's bathroom	
Fill sinks with hot water and half a cup of bleach. Let soak, drain and rinse	

## **Library**

### **Weekly Tasks:**

### **Method of Cleaning**

Dust ceilings, corners, above curtains .....	Feather duster
Tops of bookshelves and light fixtures	
Dust lamps .....	Pledge on a rag
Vacuum rug .....	Vacuum
Vacuum chairs .....	Use vacuum attachment
Clean all woodwork .....	lemon oil and rag.
Clean all surfaces of bookshelves .....	lemon oil and rag

## **Conference Room**

### **Weekly Tasks:**

### **Method of Cleaning**

Dust lamp table .....	lemon oil on rag
Dust corners, ceilings, light fixture, mirror frame .....	feather duster
Dust closet shelf and corners .....	Feather duster
Dust back and legs of chairs, .....	pledge applied to a rag
Lamp, table, window sills	
Clean mirror .....	dry paper towel
Vacuum all chairs .....	vacuum attachment
Vacuum rug	
Sweep and Swiffer wood floor around rug .....	Broom and dustpan, swiffer
And in closet	
Clean all woodwork.....	lemon oil and rags

## **Stairways**

### **Weekly Tasks:**

### **Method of Cleaning**

Dust corners, light fixtures .....	Feather duster
Sweep all stairs and landings .....	Broom and dustpan
Shake out rugs	
Clean all finished wood work.....	lemon oil and rags
Swiffer second floor landing	

## **Finishing UP**

- Take out all garbage
- Replace garbage bags
- Take big trash cans out to curb on Thursday night (behind the house in the alley)
- Take dirty rags home and wash, fold when clean and return to XA house